

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: ACCOUNTING OFFICER (SUPERVISOR) (TRUST OFFICE)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Responsible for coordination and supervision of a group of semiprofessional and/or clerical subordinates in the maintenance and reporting of accounting or fiscal activities, such as posting of journal and ledgers, cost accumulation reports, and claim schedules; and, may have on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

30% Assigned to the Trust Office in Financial Services, the position serves as the office supervisor to ensure that staff are working assigned work schedules, authorizes and schedules time off, monitors staff work performance to ensure an acceptable level of competency, provides staff training as needed; re-assigns duties to subordinates as needed to meet the non-routine needs of the office; provides orientation and training to new staff; completes probationary and annual performance evaluations timely; reviews and approves employee time sheets; responds to personnel issues pertaining to the disciplinary process.

30% Directly supervise the daily processes of Trust Accounts for the receipt and disbursement of patient and benefit funds; receipt, maintenance and periodic inventory of patient property; maintenance of computer records (Fusion); oversees check writing and record entry; oversees patient discharges and distribution of funds/property; maintains patient trust account procedure manual; ensures that check requests are processed timely and accurately, reviews document files to verify balances and oversee corrections and adjustments as needed.

Oversees daily and month end balancing with Fusion, oversees and monitors accuracy of posting for incident and personal aid for patients, benefit fund, work pay, birthday fund, and other patient disbursements/deposit tasks. Oversees weekly processing of patient canteen services and problem solve difficulties. Assist the Associate Governmental Program Analyst, Staff Services Manager I and Accounting Administrator in coordinating various functions of the Trust and Accounting Offices.

30% Takes initiative to communicate with other supervisors and co-workers to ensure a smooth flow of work, proper documentation when needed and follow through on problem resolution. Develops and maintains

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effective working relationships with employees, control agencies and other State and Federal Agencies.

10% Performs other related duties and assignments as required or directed.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

The Accounting Officer (Supervisor) receives direct supervision from the Accounting Administrator I (Supervisor) in Accounting or direct supervision from the Staff Services Manager I in Trust.

3. SUPERVISION EXERCISED

The Accounting Officer (Supervisor) directly supervises Accountants I (Specialist), Accounting Technician, and a Senior Account Clerk.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law; principles and techniques of personnel management and supervision; planning, organizing, and directing the work of others; and, the department's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

ABILITY TO:

Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; speak and write effectively; plan, organize, and direct the work of others; and, effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including

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infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

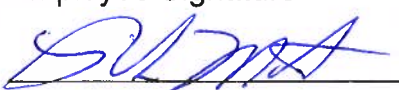
The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.
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The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature


Supervisor Signature

Print Name
Risha Martin

Print Name

Date
11/15/21

Date

Reviewing Supervisor
Signature

Print Name

Date